

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter
	Processing New Cases
	Section
	Adversary – Intervenor Complaint

- A party desiring to intervene in an adversary proceeding must serve a motion upon the parties to the case stating the grounds for intervention, and the motion must be accompanied by a pleading setting forth the claim or defense for which the intervention is sought.
- No filing fees are required.

Docket

Motion to Intervene

STEP 1	Select Adversary
STEP 2	Select Motion
STEP 3	Enter Adversary Case Number
STEP 4	Select Intervene
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer – Add/Create New Party Party role is Intervenor Party
STEP 7	Associate Party Filer and Attorney
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion to Intervene PDF document.)
STEP 8	Review Docket Text
STEP 9	Submit if accurate
STEP 10	Back up if changes required
STEP 11	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Motion to Intervene Filed by Elizabeth E. Goodman on behalf of Pioneer Foods (Goodman, Elizabeth)

- The court prepares the bar date notice and serves the notice using the BNC.
- If the Order grants the Motion to Intervene the Judge may direct the intervening party to file an Intervenor’s Complaint.

Docket

Intervenor’s Complaint

STEP 1	Select Adversary
STEP 2	Select Complaint & Summons
STEP 3	Enter Adversary Case Number
STEP 4	Select Intervenor Complaint
STEP 5	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Intervenor Complaint PDF document.
STEP 6	Select Party Filer – Add/Create New Party (Party role is Intervenor Plaintiff)
STEP 7	Associate Attorney and Party Filer
STEP 8	Select Party the filing is against – Add/Create New Party (Party role is Intervenor Defendant) Do not change default: No Group
STEP 9	Enter NOS and Description in Docket Text (Refer to Appendix H for Nature of Suit and Description codes.)
STEP 10	Review Docket Text
STEP 11	Submit if accurate

STEP 12 Back up if changes required

STEP 13 Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Intervenor Complaint *NOS 498 Other action, not related* by Pioneer Foods against Norwest Bank (Goodman, Elizabeth)

